

**Department of Transportation  
Federal Aviation Administration  
Announcement  
SW-M/C Leadership Institute-03**

**Position:** Leadership Institute Candidate (Not to exceed 1 year)

**Open Data:** January 1, 2003

**Close Date:** March 14, 2003

**Organization Location:**

Southwest Region, Human Resource Management Division,  
Organization Effectiveness Branch, ASW-18

**Area of Consideration:**

All Southwest Region FAA Employees (Permanent-Full & Part-time Employees)

**Duties:**

- Attend quarterly meetings held at a central location.
- Complete a rotational assignment not to exceed 4 weeks.
- Shadow a manager/supervisor for a minimum of four 4 hrs.
- Complete all requirements of the Southwest Region Mentoring/Coaching Program.

**Requirements:**

Enrolled in the SW Mentoring/Coaching program prior to January 1, 2003. Performing at the I band or below.

- Have supervisory approval as per HRPM Chapter 5.5.9 Learning and Development.
- Completed the I-OPT/DecideX Assessment.
- Complete an IDP or workplan.
- Completed a minimum of two educational or training courses..

**NOTE:** ALL OF THE CANDIDATES MAY BE INTERVIEWED.

**NOTE:** THIS OFFICE ACCEPTS FAXED PACKAGES

**Evaluation Criteria:**

Candidates will be rated against specific goals and other characteristics required for successful performance. Credit will not be given separately for experience, education, training, awards, or performance appraisal. Selection will be in accordance with HRPM Chapter 5.5.5 Learning and Development pertaining to selection of employees for learning and developmental activities primarily to prepare for advancement but not directly related to improving performance in their current positions.

**Additional Information:**

Employees must meet the qualification requirements and other conditions stated in the announcement as of the closing date.

**How to Apply:**

INFORMATION MUST BE RECEIVED IN THIS OFFICE ON OR BEFORE THE CLOSING DATE SHOWN ON THIS ANNOUNCEMENT TO BE CONSIDERED.

1. Leadership Institute application form. *Application form may be obtained by accessing the SW Special Bulletin Board or HRM-OD web or by calling Priscilla Alonzo at (817) 222-5811*
2. Resume with work experience, training and/or awards
3. HRPM Learning and Development Form with supervisor's signature.

**Mail or Submit to:**

Federal Aviation Administration  
Human Resource Management Division  
Attn: ASW-18, Priscilla Alonzo  
2601 Meacham Blvd.  
Fort Worth, TX 76193

**Contact Information:**

Priscilla Alonzo or Frances Leach at 817/222-5811 Fax: 817/222-5950 or by email  
[Priscilla.A.Alonzo@faa.gov](mailto:Priscilla.A.Alonzo@faa.gov) or [Mae.Fran.Leach@faa.gov](mailto:Mae.Fran.Leach@faa.gov).

**Privacy Act Requirements:**

Collection of personal identification data is authorized under the Privacy Act (P.L. 93-579).

**Equal Employment and Reasonable Accommodation:**

The FAA does not discriminate on the basis of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age disability, or any other characteristics not bearing on participation in this program.

## **Mentoring/Coaching Leadership Insititute-03**

# **Application Form**

*Instructions: Please complete this form and return to ASW-18 by COB March 14, 2003.*

**Name and Routing Symbol:**

**Organization:**

**Position and Job Category:**

**Telephone/Fax/email:**

**Supervisor's Name:**

**Position and Location:**

☐ What is your, educational level?

A graduate degree (e.g., MBA, M.S., Ph.D., etc)

A college degree

A high school diploma

Less than a high school diploma

How many total years have you worked for FAA?

Over 15 years

8 to 15 years

2 to 7 years

Under 2 years

☐ How would you rate opportunities for upward mobility?

Excellent

Good

Possible

Not a chance

☐ Do you have a formal or informal mentor/coach?

Yes If yes, name of mentor/coach

No

☐ **Have you:**

1. Completed all mentoring assessments per instructions?

1. Established both long and short-term goals?

2. Briefed first-level supervisor about your intent to participate in this program?

3. Met with the mentoring coordinator?



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